

# **Request for Proposals**

**Audio Video System Design and Installation Services**

**The Woodlands Township  
2201 Lake Woodlands Dr.  
The Woodlands, Tx 77380**

**Deadline for Submittal:  
Wednesday, April 13, 2011  
No later than 3:00 P.M.**

# **REQUEST FOR PROPOSALS (RFP)**

## **Section I General Information**

### **1. Purpose of Solicitation**

This solicitation is a Request for Proposal(s) (RFP). The purpose is to solicit responses from qualified companies that describe their capabilities to identify, design, install, train, document and service and warranty an integrated audio/video system ("A/V system") for The Woodlands Township ("The Township"). This responding entity shall be prepared to perform the services listed in this RFP. Such services shall include a turnkey A/V system, as well as design and installation services that include the services listed in this request and meets the requirements of the described work.

### **2. Services Requested**

The Township has commenced renovations of a facility that requires an A/V system integrated for the following:

1. Board Chambers
2. Pre-Function/Lobby
3. Executive Conference Room
4. (9) Conference Rooms
5. Multiple Use/Training Room
6. Lobby
7. Outdoor Kiosk
8. Emergency Operations Center (Add-Alternate Proposal)

Respondents to this RFP shall identify their experience and qualifications to perform analysis, design engineering, and installation of integrated A/V systems as outlined in section II below.

### **3. Buildings/Project Description**

The following building will be involved in this Audio Video design and installation.

**The Woodlands Township, under renovation and construction  
at 2801 Technology Forest Blvd, The Woodlands, TX 77381 Montgomery  
County, comprised of one floor and totaling approximately 69,000 GSF.**

#### **4. Proposal Format**

Proposals must be submitted in the format outlined in this document. Each proposal will be reviewed to determine if it is complete prior to actual evaluation. Proposals not containing all of the requested the information will not be considered and will be deemed non-responsive. Respondents shall use the prescribed format to indicate their experience and qualifications, to describe their approach to this project, and to explain their proposed contract.

#### **5. Contract Responsibility**

The selected A/V System Design and Installation provider will be required to assume total responsibility of the A/V portion of the project.

The A/V System Design and Installation provider must perform their work so that the integrated A/V system is substantially complete at the same time the building general contractor is substantially complete.

The A/V System Design and Installation provider may identify supplemental work, external to their contract scope, which must be performed by others to allow their proposed integrated A/V system to be installed and to be fully functional.

The A/V System Design and Installation provider must coordinate, cooperate, and schedule their work, with The Township, Kirksey Architecture, and The Township's building general contractor, so that these supplemental work components can be implemented into the project.

#### **6. SPECIAL PROVISIONS**

##### **A. Financial Condition**

Firm must provide audited financial statements, if requested, to The Township.

##### **B. Reservations**

The Township reserves the right to accept or reject any or all Proposals as a result of this request, to negotiate with all qualified sources, or to cancel, in part or in its entirety, this Request for Proposal if found in the best interest of The Township. Additionally, although The Township desires to contract with a single firm for all work/services to be provided, The Township reserves the right to split the work/services and deal with multiple firms if it is deemed to be in The Township's best interest. All Proposals become the property of The Woodlands Township

##### **C. Contract Terms and Conditions**

It is understood that any resulting contract executed will contain the following Indemnification and Release language:

#### **D. Indemnification**

It is further agreed that the Contractor (separately and collectively the "Indemnatee") shall indemnify, hold harmless, and defend The Township, its officers, agents, and employees from and against any and all claims, losses, damages, causes of action, suits, and liability of every kind, including all expenses of litigation, court costs, and attorney's fees, for injury to or death of any person or for damage to any property arising out of or in connection with the work done by the Contractor under this Contract. Such indemnity shall apply regardless of whether the claims, losses, damages, causes of action, suits, or liability arise in whole or in part from the negligence of The Township, any other party indemnified hereunder, the Contractor, or any third party.

#### **E. Patent and Copyright Indemnity:**

The Contractor will indemnify, defend and hold harmless The Township against any claim, legal suit or administrative proceeding, liability or judgment that the Hardware and Software used as authorized under this Agreement infringes U.S. patent, copyright or other proprietary right. The Contractor will indemnify The Township against all costs, damages and legal fees, expert fees and other related fees and expenses finally awarded provided that The Township promptly notifies the Contractor in writing of the claim; Contractor has sole control of the defense and of all related settlement negotiations; and The Township provides all reasonable assistance in such defense as may be reasonably requested by the Contractor. If the hardware or software becomes, or in the Contractor's opinion is likely to become, the subject of infringement, the Contractor shall, at its option and expense, either procure for The Township the right to continue using the hardware and software; or replace or modify the hardware and software so that it becomes non-infringing. If neither of the foregoing alternatives is reasonably available, The Township agrees that the Contractor shall have the right to terminate the Agreement and The Township shall promptly return to the Contractor the original copy and all other copies of the hardware/software after the Contractor pays to The Township an amount equal to a five year straight line depreciation based of the charge for the hardware/software. This Patent and Copyright Indemnity shall not apply to any claim based upon: the use of other than a current release of the hardware/software; the combination, operation or use of any hardware/software with other software or data; or the use of the hardware/software in other than the operating environment specified for it by the Contractor.

#### **E. Release:**

The Contractor assumes full responsibility for the work to be performed hereunder and hereby releases, relinquishes, and discharges The Township, its officers, agents, and employees from all claims, demands, and causes of action of every kind and character, including the cost of defense thereof, for any injury to or death of any person and any loss of or damage to any property that is caused by, alleged to be caused by, arising out of, or in connection with the Contractor's work to be performed hereunder. This release shall apply regardless of whether said claims, demands, and causes of action are covered in whole or in part by insurance and regardless of

whether such injury, death, loss, or damage was caused in whole or in part by the negligence of The Township, any other party released hereunder, the Contractor, or any third party.

**F. Warranty:**

The Contractor warrants that it shall provide the work and services in accordance with the highest computer and computer consulting industry standards and practices applicable to its work and the error correction of any licensed software, training and advice to Customer during the performance of the services provided in accordance with the standard.

**7. Required Insurance and Bonds**

- A. **Workers' compensation:** Contractor shall purchase and maintain Workers' Compensation Insurance with statutory limits in accordance with all applicable state, federal and maritime laws, and Employers' Liability Insurance of \$1,000,000.00 per accident/occurrence, including, without limitation, an "Alternate Employer" and "Borrowed Servant" endorsement.
- B. **Liability insurance:** Contractor shall purchase and maintain Commercial General Liability Insurance with \$1,000,000.00 combined single limit for Bodily Injury and Property Damage, specifically including Contractual Liability for their respective obligations under this Agreement, including Products Liability.
- C. **Automobile Liability Insurance:** If owned, hired, or non-owned automotive equipment is used in the performance of this Agreement, Contractor, as applicable, shall purchase and maintain Automobile Liability Insurance with \$2,000,000.00 combined single limit for Bodily Injury and Property Damage, including, without limitation, Hired and Non-Owned Liability.
- D. **Protection and Indemnity Insurance:** Contractor shall purchase and maintain Protection and Indemnity Insurance with limits of \$1,000,000.00 combined single limit per occurrence, including but not limited to coverage for contractual liability for those liabilities assumed by the Party.
- E. **Property Damage or Casualty Insurance:** Contractor shall purchase and maintain Property Damage Insurance on their respective property, whether real (including, without limitation, buildings and fixtures, as applicable) or personal (including, without limitation, equipment and tools) for its replacement cost. With respect to leased equipment, the Contractor shall make certain that either lessor or lessee of such leased equipment is covered by Property Damage Insurance.

**F. Performance Bond:**

Contractor shall furnish with the executed Agreement, a Performance Bond in the amount equal to the full installed value of the contract for the full term of the contract.

**8. Taxes, Fees, Code Compliance, Licensing**

The A/V System Design and Installation provider shall be responsible for payment of any required taxes or fees associated with the contract. The provider shall be responsible for compliance with all applicable codes and laws in connection with performing the work contemplated under the contract.

**9. Deliverables**

The deliverables shall be accepted by The Township when (1) the deliverables have been delivered, installed and made ready for use at The Township's site in accordance with the installation and operating specifications; (2) The Township has tested the deliverables and the deliverables have passed testing; (3) The Township's designated staff have received system documentation and training; (4) The Township agrees that deliverables meet or exceed the specifications and those contained in the scope of work and order concerning performance and capabilities of the deliverables.

**10. Acceptance Testing**

Once the deliverables are installed in The Township's premises as specified herein with regard to the Final Installation Date, the Contractor shall notify The Township in writing that the deliverables as specified have been installed in good working order and ready for use, that the modifications or enhancements are completed as defined and specified herein, are in good working order, ready for use, and to the best of the Contractor's knowledge is one hundred percent operational and that the deliverables as installed is ready for testing. At that point, The Township shall have thirty (30) working days to perform and complete acceptance testing on-site. If the deliverables as installed and represented passes such testing, The Township shall so notify the Contractor in writing termed the Certificate of Acceptance. If the deliverables as installed fails to pass such testing, The Township shall notify the Contractor in writing and the Contractor shall then have ten (10) working days to correct any failure. The Contractor shall then certify to The Township that the failure has been corrected and The Township shall have ten (10) working days for additional testing at which time The Township shall supply the Certificate of Acceptance if the deliverables passes testing. If the deliverables fails testing twice, at The Township's option: (1) the correction period may be extended as agreed by the parties; or (2) The Township may terminate the Agreement, return the specifications, product and documentation to the Contractor and the Contractor will refund to The Township any payments previously given to the Contractor for the deliverables and modifications or enhancement pursuant to the Agreement.

## **11. References and Proprietary Information**

All proposers grant The Township permission to make inquiries concerning the respondent and its qualifications and references to any persons or firms deemed appropriate by The Township. Any proprietary information that the respondent provides in response to this RFP and for which provider does not want disclosed to the public shall be so identified on each page on which it is found. Data or information so identified will be used by The Township solely for the purpose of evaluation and contract negotiations. Disclosure of any of provider's proprietary information by The Township to third parties shall be in strict accordance with the laws and regulations regarding disclosure in the State of Texas.

## **12. Award**

The Woodlands Township reserves the right to accept proposals, award proposals and/or not award proposals on individual items listed, on group items, or on the proposal as a whole; to reject any and all proposals, to waive any informality in the proposals, and to accept the proposal that appears from all consideration to be for the best interest of The Woodlands Township.

In determining and evaluating the best proposal, the prices will not necessarily be controlling, but quality, equality, efficiency, utility, general terms, delivery, suitability of the equipment/material offered, and the reputation of the equipment/material in general use will also be considered with any other relevant factors.

Notice of proposal award, if proposal be awarded, will be made within thirty (30) days of opening of proposals. The Township Board of Directors will authorize the selected respondent to commence performance of the work tasks set forth in the Final Proposal. Receipt of the official Purchase Order of The Woodlands Township covering the supplies, materials, equipment or services as described in the Proposal will indicate the award of the proposal and a contract to purchase; upon finalization of the Final Proposal between the selected respondent and The Township.

## **Section II**

### **Format Requirements and Preparation Instructions**

Proposals must be received on or before 3:00 PM, April 13, 2011 at the address indicated below and marked accordingly.

The Woodlands Township  
2201 Lake Woodlands Dr  
The Woodlands, Tx 77380  
Attn: Carolyn Pennell  
[cpennell@thewoodlandstowship-tx.gov](mailto:cpennell@thewoodlandstowship-tx.gov)  
281-210-3492

Re: Request for Proposals for A/V System Design and Installation

The Township reserves the right to reject any and all responses resulting from this RFP. Late responses will not be accepted and will be returned to the submitting company unopened. Incomplete responses will be deemed non-responsive and will be rejected from consideration. The Township is not liable for any cost incurred by any person or firm responding to this RFP.

Please direct all questions regarding this RFP and the program it represents, in writing, to:

Mr. William Pham  
wpham@thewoodlandstowship-tx.gov  
IT Director  
The Woodlands Township  
2201 Lake Woodlands Dr  
The Woodlands, Tx 77380

Proposals must be submitted in the format outlined in this section. Provide three (3) copies of your response. Each will be reviewed to determine if it is complete prior to actual evaluation. The Township reserves the right to eliminate from further consideration any response, which does not follow the format or is deemed nonresponsive; however, The Township reserves the right to waive any irregularities or formalities.

#### **1. Table of Contents**

Proposals shall include a table of contents properly indicating the section and page numbers of the information included.

#### **2. Executive Summary**

Proposals shall include a concise abstract stating the respondent's overview of the project.



### 3. Contractor Qualifications Data

#### A. Firm Profile

Provide general information on the responding firm, including; name, business address, local telephone number, officers of the firm, and contact person for this project.

#### B. Project Team

Provide a list of the employees of the firm who will work on this project. A one-page resume including education, experience, and any other pertinent information shall be included for each key member of the project team.

#### C. References

Provide a minimum of five (5) references for A/V systems design and installation projects with a minimum of three (3) references applicable to Government and/or Municipal projects that have incorporated A/V systems in Council Rooms, and Emergency Operation centers in the last thirty-six (36) months. Each reference shall describe the services and equipment provided, project cost, and benefits to the owner. Provide the owner's name, address, telephone number, and contact person for each reference. References for projects where the responding firm was not the prime contractor are not acceptable.

#### D. Litigation

Provide a description of any litigation to which your firm has been a party in the last five years to the extent such litigation pertains to A/V systems design and installation projects involving your firm.

### 3. Technical Approach

#### A. Proposed Scope of Work

Project design and methodology including technical approach and understanding of the scope of the project.

1. Proposals must indicate a clear understanding of the scope of the work, including a detailed project plan for this project outlining major tasks and responsibilities, time frames, and staff assigned for each category of the scope of work identified above.
2. Proposed A/V System Design Services – Provide details regarding the A/V system design services offered directly provided by the respondent, and identify any related services required to be provided by others (including The Township, Kirksey Architecture or the General Contractor) for full completion of this work. Proposals shall clearly distinguish the Contractors' duties and responsibilities and those of The Township. Absence of this distinction shall mean the Contractor is assuming full responsibility for all tasks.

3. Proposed Equipment –For all proposed equipment, respondent shall provide cut sheets of proposed equipment and proposed design elements to assist with understanding the proposed direction of the A/V system design.
4. Certifications Concerning Proposed Equipment - The respondent must include in its response to this section a letter which shall certify the firm's capability to provide, install, and warrant all A/V components proposed.
5. A manufacturer's warranty on all proposed equipment shall be provided. The warranty period shall begin on the completion date of the project. The A/V system design, installation practices, and operation and maintenance practices shall not void any manufacturer's equipment or system warranty.

**B. Project Time-Line**

Proposals must provide chronological time-line of each task or event and estimated required to complete the engagement.

**C. Oversight from Single Contractor**

1. The Township strongly desires to contract with a single firm to accomplish all work and/or services outlined in this Request for Proposal.
2. Any proposed subcontractors must be identified in the Proposal response.
3. Any work not conducted by the Contractor or his subcontractors must be disclosed.

**D. Project Management**

Indicate your firm's approach to managing the project. Include a resume of the project manager responsible for the project.

**4. Financial**

**Rates and Fees**

1. Provide a proposed fee schedule.
2. Expenses not specifically listed will not be considered reimbursable.
3. Equipment and Installation costs must be listed by Rooms from Attachment A.

**5. Documentation and Training**

1. Provide detailed information on the system documentation, operation guides and training programs available to The Township personnel and staff.

## 6. Evaluation of Proposals

### A. Evaluation Process

The Township will appoint a selection committee to formally evaluate each response. The evaluation process will grade the responses on merit and responsiveness. The evaluation process will include verification of references and project team members, confirmation of financial information and may include other information as directed by The Township.

### B. Grading Format

Each section or subsection of the response will be considered a separate selection criterion and will be graded individually. All scores will be summed to give the grand total score. The maximum possible total score for the response is 100 points.

### C. Point Values

<b>Criterion</b>	<b>Point Value</b>
<b>Contractor Qualification Data</b>	<b>30 Total Points</b>
Project Team	10
References	20
<b>Technical Approach</b>	<b>35 Total Points</b>
Proposed Scope of Work	20
Project Time-Line	5
Single Firm Overseeing Contract	5
Project Management	5
<b>Financial</b>	<b>25 Total Points</b>
Rates and Fees	25
<b>Documentation &amp; Training</b>	<b>10 Total Points</b>
Documentation	5
Training	5
<b>Request for Proposals Total</b>	<b>100</b>

## **Scope of Work and General Project Specifications**

This section of the RFP defines in general terms the intended use or function of the system(s) needed by the Township. The goal is to create a high quality, user friendly and media rich facility that will:

- a.) Aid and facilitate the use of audio and visual media for governmental meetings.
- b.) Capture Board Chamber meetings and presentations which may be rebroadcasted or presented on the internet.

### **Overall requirements**

1. The proposed solution/system must not require additional personnel to operate and maintain.
2. Proposals that include additional power, network or other outlets beyond those presently installed must include the cost for equipment, installation, cabling and hook-up in the proposal.
3. Proposals that include modifications to the furnishings, including the dais, must include the cost of the modifications and cost required to match the existing furnishings.
4. Overall system components and connections should be hidden to the maximum extent possible. Where not possible to hide, components and connections should match the overall aesthetics of the room.
5. Proposals must include all costs associated with this project, including, but not limited to, cost to procure equipment and software, installation of equipment, software, components and cabling, integration with existing systems and testing. Costs must be listed by Room for value engineering.
6. Proposals must include system documentation, operations manual and on-site training for system operators/maintainers and general users.

The Specifications shall include the design and installation of an integrated A/V system in the following locations:

#### **1. Board Chambers – Room 1**

The new Board Chambers is a rectangular room measuring approximately 68 feet long by 34 feet wide by 14 feet tall. It will include a fixed dais located at the far side of the room that will accommodate 9 positions for Board members. It will be flanked by a 5 position staff table with a lectern located to the front left of the dais. The system will require:

- A. 9 microphones for dais positions, 1 microphone for staff desk, 1 microphone for lectern. 1 Wireless handheld microphone. 1 wireless lapel microphone.

- B. 23" monitors for the 9 dais positions synchronized for viewing presentations.
- C. 1 A/V input for laptop/PC on the lectern
- D. 1 A/V input for laptop/PC and 1 document camera input on the staff desk
- E. TV/Video projector
- F. Projector screen or monitor viewable by the board members and presenter
- G. 3 wall monitors for audience viewing of presentations
- H. Cable/DVD setup
- I. 3 PTZ Video Cameras for recording board members and presenter/speaker.
- J. System to record audio/video for Internet broadcasting.
- K. Control Panel
- L. Sound Reinforcement

## **2. Pre-function/Lobby – Room 2**

This room will serve as the overflow room for the Board Chambers. It will require:

- A. Minimum 42" LCD for session viewing with audio.
- B. Electronic Display board and conference room map display.

## **3. Executive Conference Room – Room 3**

This 14' x 20' room will accommodate 12 people, requires typical functionality and will have an owner furnished Cisco speakerphone for audio conferences.

- A. TV/video projector
- B. Projector Screen
- C. Interactive white board
- D. DVD player
- E. Sound reinforcement
- F. 1 A/V PC input in the conference table, 1 on the wall
- G. Control panel

## **4. Conference – Rooms 4, 6, 7 and 8**

These are 24' x 16' basic meeting rooms requiring:

- A. A/V projection system
- B. Projector Screen
- C. A/V PC input in the table
- D. Simple controls

## **5. Multipurpose/Training – Room 5**

This is a 32' x 34' room that has the ability to be partitioned into two separate spaces.

- A. Projector screen
- B. Mounted projector with TV/DVD functionality
- C. 2 A/V PC inputs, located on opposing walls

- D. Lapel microphone
- E. Wireless Handheld Microphone
- F. Sound reinforcement

**6. Conference – Room 9**

This is a 16' x 20' room.

- A. A/V projection system
- B. A/V PC input in the table
- C. Projector Screen
- D. DVD player
- E. Basic controls

**7. Conference – Rooms 11 and 15**

These are 20' x 12' rooms and require:

- A. A/V projection system
- B. Projector Screen
- C. A/V PC input in the table
- D. Simple controls

**8. Main Lobby –Room 16**

- A. (2) Electronic Display Board

**9. Outdoor Kiosk- Area 19**

- A. Electronic Display/Bulletin Board.

**10. Price as Add-Alternate:**

**Emergency Operations Center-Room 18**

This is a 1,000 square foot area that will require:

- A. (2) A/V projection systems.
- B. (2) 60" LCDs for cable/satellite.
- C. Sound Reinforcement.
- D. Basic Controls.





